

RADIO SYSTEMS ADMINISTRATOR

GRADE PS08

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult technical work coordinating, implementing, maintaining and administering communications systems and equipment; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Troubleshooting, repairing and maintaining electronic communications devices; maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains and oversees the low band radio system for the Sheriff's Office and the Department of Fire and Rescue Emergency Services.
- Serves as project engineer for the 800 MHz radio system.
- Designs fleet map and programs radios and mobiles for the 800 MHz system.
- Trains personnel on the usage of the 800 MHz portables and mobiles.
- Serves as purchasing administrator for radio and support equipment for the 800 MHz system.
- Supervises and schedules installation of radios for both Sheriff and emergency services mobile equipment.
- Obtains and applies for licenses from the FCC and Region 20; maintains and renews licenses for all radio systems in the County.
- Supports the Sheriff's Office on special projects.
- Oversees the maintenance of department sites; maintains fuel for the generators and HVAC system for the buildings.
- Supervises the Motorola contract for the maintenance of portables and mobiles for the 800 MHz County radio system.
- Serves as liaison with the surrounding Counties for homeland interoperability of the radios.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the repair and maintenance of electronic communications devices and related equipment; thorough knowledge of the methods, materials and equipment used in the electronics trade; thorough knowledge of basic electrical theory, computer hardware and devices, communication networks and the operation of electronic equipment; thorough knowledge of the necessary safety precautions of the trade; ability to read and interpret electrical and electronic diagrams and specifications; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited community college with major course work in Electronics Technology or related field and considerable radio maintenance experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and noise.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a First Class FCC and general radio license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____